

INTELLIGENCE COMMUNITY STAFF

20 September 1978

Staff Announcement

SENSITIVE DOCUMENT CONTROL PROCEDURES

In accordance with the commitment made to the Deputy Director of Central Intelligence, the D/DCI/RM has directed that measures be adopted to insure the protection of extraordinarily comprehensive and sensitive documents. Such material includes, but is not limited to, National Foreign Intelligence Program and budget decision letters, Congressional Justification Books and Congressional Authorization and Appropriations classified reports. Effective immediately, all Office Directors please take appropriate steps to implement the following procedures:

- o Segregate material under your jurisdiction that is judged to be extraordinarily comprehensive and sensitive.
- o Designate a Custodian and Alternate Custodian who are formally tasked to maintain control of these comprehensive and segregated documents.
- o Instruct members of the Office that access to segregated material will be with the permission of the Custodians only.
- o Inventory all the material segregated and provide the inventoried list of documents to Registry.

Every 90 days, the Registry will revalidate the inventory of each Office and update its records as to additional material segregated or destroyed during the intervening period. The inventoried list of segregated documents shall be provided to Registry by 20 October 1978.



STAT